

Checklist for initial review of Request for Exception Application 2007-2008

(Completed by SEP staff, for reference purposes only)

District: _____

Contact Person: _____

Phone Number: _____

e-mail address: _____

Data for numbers 1-5 complete NO YES

Description of necessary documentation	Is documentation included?	NO	YES
I. Written explanation of circumstances that result in more than 1.0 percent of all students assessed, grades 3-8 & 11, in the district having significant cognitive disabilities Comments:			
II. DATA (provided by the district) showing the incidence rates of students with significant cognitive disabilities in the district, and other supporting data Comments:			
III. Information showing how the district has implemented alternate academic achievement standards, listed below:			
A. Guidelines for IEP teams to determine when a child's significant cognitive disability justifies the alternate assessment Comments:			
B. Information about how parents participate and are informed that their child will be assessed based on alternate academic achievement standards Comments:			
C. Documentation of the numbers and percentages of students in the district taking the alternate assessment and statewide assessments Comments:			
D. Documentation that describes how students with significant cognitive disabilities are included in the district's general curriculum and that shows how alternate assessments are aligned with that curriculum Comments:			
E. Documentation of efforts taken by the district to develop, disseminate information on, and promote the use of appropriate accommodations Comments:			
F. Documentation of efforts (such as professional development or guidance documents) taken to ensure that teachers and other staff know how to administer assessments, including appropriate use of accommodations Comments:			

Through initial review, sufficient documentation has not been located for the areas marked above as "NO". **Please highlight the evidence submitted or provide additional documentation by April 18, 2008.** If you have further questions, please contact Linda Turner at (605) 773-6119.